

STATE CONTROLLER POLICY

SIGNATURE PAGE - FORM OF

- 1) **Approved Signature Page Forms.** The Office of the State Controller (OSC) has created the following signature page forms for use by Agencies and Institutions of Higher Education (IHEs):
 - a. **General Contracts:** applicable to most goods, personal services and non-IT agreements,
 - b. **IT Contracts** requiring OIT approval (mandatory for Agencies and permissive for IHEs),
 - c. **Grant Agreements** (State grant and/or federal dollars),
 - d. **Interagency Agreements** (use with any Inter-Agency contract, grant, or other agreement),
 - e. **Real Property Leases** containing limited indemnification under CRS §24-30-1510(3)(e) (use is mandatory) or other real property leases without said indemnity (use recommended) that do not require approval of State Buildings Real Estate Programs, and
 - f. **Assignments.**
- 2) **Use of Approved Signature Page Forms.** Agencies and IHEs shall use the OSC approved Signature Page Forms with contracts unless they obtain approval from the State Controller to use a different form or are using an approved contract form issued by another Central Approver such as the Office of the State Architect. Please **fill in all applicable fields**, for example, "*INSERT-Name of Authorized Individual*" (do not leave that language there, that is where you put in the name of the authorized individual), including routing number. Please contact the OSC if you do not know how to use the Word Text Form Fields but would like to use this feature.
- 3) **Modifications to Approved Signature Page Forms.** Agencies and IHEs may, after notifying the Office of the State Controller, modify the Signature Page Forms as necessary to address specific needs; provided that they shall attempt to minimize the number of modifications and substantially retain the original format. All pertinent information shall be obtained.
 - a. **OSC Approval Not Required.** The following modifications may be made without prior written approval by the OSC:
 - i. Adding additional signature lines for the State or Contractor if needed, or converting 2nd Contractor signature block to a State signature block, or deleting said block;
 - ii. Creating a form with the name of the Agency or IHE and persons signing on behalf of the Agency or IHE filled out in advance and deleting the "*Name of Agency or IHE Delegate*" language below the State Controller signature line for contracts sent to the OSC for approval;
 - iii. Changing the names or titles of named State officials;
 - iv. Formatting such as line spacing, font size and type, and page numbering,
 - v. Deleting Header language naming the type of Signature Page and Rev date; and
 - vi. Attestation (however, see §4, below).
 - b. **OSC Approval Required** The following modifications require prior written approval by the OSC:
 - i. Any change to the provisions in Signature Page Provision 1 (SPP-1, the affirmation made by the person signing on behalf of the Contractor);
 - ii. Any change to the provisions in Signature Page Provision 2 (SPP-2, the statements regarding the State Controller's approval, and prior contractor's performance); and
 - iii. Any change adding terms, conditions, or representations.
- 4) **Attestation.** Attestations are no longer required in State Contracts by the OSC and were intentionally omitted from the Signature Page Forms. The provisions in SPP 1 (the affirmation made by the person signing on behalf of the Contractor) provide better protection for the State than an attestation.
- 5) **Federal Identification Numbers.** Signature pages shall not contain social security numbers or federal identification numbers.

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